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See You in Charlottesville!

This festive town-and-gown scene on the University of Virginia's Lawn was photographed by Rufus W. Holsinger.

See You in Charlottesville!

MARAC's spring meeting will be held May 1-3 in Charlottesville, Virginia. Located at the foot of the Blue Ridge mountains in the center of the state, Charlottesville feels like a small town although there 50,000 residents and 18,000 University of Virginia students within the city limits. There is a lively downtown area comprised of restaurants, antiques and art galleries, book shops, theatres, movie houses, and an ice park (a.k.a. skating rink). Less than ten miles in any direction from the center of town are rolling hills, woodlands, horse farms, vineyards, and peaceful mountain views. Twenty miles west of town is the starting point for the Blue Ridge Parkway, one of the most scenic roads anywhere. The Parkway follows the mountains tops south to Tennessee, while the Skyline Drive heads north through the Shenandoah National Park, the site of gorgeous hiking trails and camping spots. The University and several corporations are the area's major employers, and the former is the locus for a variety of cultural and athletic events. Generations of students have found it difficult to leave Charlottesville after graduation. Come to the spring meeting and be seduced by this laid-back but invigorating college town.

Meeting Details

Most of the meeting will take place at the Omni hotel located at the end of the downtown pedestrian mall and about a mile from the central Grounds of the University. The hotel room rate is $89 for single or double occupancy if you reserve your room **before April 1**. For two weeks after that date, rooms will be held for our conference, but the rate is not guaranteed. After April 15, the hotel will no longer hold rooms for MARAC. So, **register early!**

The registration fee of $50 will include the cost of Saturday's breakfast. Friday's luncheon speaker, architecture professor Richard Guy Wilson, will treat us to a visual tour of the University Grounds with insights about Jefferson's architecture. All attendees and their guests are invited to a reception Friday evening at the Special Collections department in Alderman Library. There you will have the opportunity to visit with colleagues while browsing through an exhibit of rare materials on natural history, and viewing the department's digital center with its cameras, flatbed scanners, and MAC computers. While you're at the University, you should stroll around the Lawn, Jefferson's original Academical Village, particularly if you have never seen it.

On Thursday and Saturday afternoons, you may participate in one or more of the following tours of the area: Monticello, home of Thomas Jefferson; Montpelier, home of James Madison, and the ruins of the James Barbour estate, now site of a winery; the University gardens; a walk through historic downtown; and the Museum of Frontier Culture, where rural life in Europe and America around the time of heavy immigration to the Shenandoah is interpreted.

Program Highlights

The Program Committee, chaired by Ned Berkeley, has planned sessions that have led to the meeting theme, *Traditions and Trends*. A number will explore recent developments in traditional areas of administrative concern, such as climate control, disaster planning, fund-raising, handling motion pictures, security, and genealogy. Others will focus on local experiences documenting African-American life in Virginia, and the mountain families who were displaced when the Shenandoah National Park was created. Curators of the Dr. Seuss

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Collection and the Muppet Archives will discuss issues peculiar to these unusual, multi-media documents.

Several sessions will focus on the application of recent technological trends in archival work. There will be a session on reformatting photographs digitally; one providing demonstrations of regional online archives projects; another debating the pros and cons of digitizing and microfilming as preservation methods. Other topics include the World Wide Web and intellectual property rights; the assistance the NUCMC can give small archives for getting records in the large databases; and how electronic developments are enhancing research possibilities for undergraduates. And you will have the opportunity to tour three or four of Alderman Library's digital centers.

The plenary speaker, Edward Ayers, an American historian on the University faculty, will discuss the innovative ways he is using archival records as he develops a comparative study of Staunton, Virginia, and Chambersburg, Pennsylvania, before and after the Civil War. The materials he has found in archives are being digitized and made available to Internet users.

Topics for Thursday's workshops are appraisal; basic arrangement and description; copyright and donor relations; oral history; the World Wide Web and archives; online searching techniques; records management for smaller institutions, especially academic ones; and training, based on the work of the current Berkeley project, in the application of the Encoded Archival Description (EAD) to finding aids.

A Historic Setting

Charlottesville was chosen in 1762 as the county seat for Albemarle county because it was located on the main road connecting Richmond to the Shenandoah Valley. This area bore some characteristics of both the old plantation society of Tidewater and the new frontier farming communities to the west. The town was named for Queen Charlotte Sophia, wife of George III. The area's most famous resident, Thomas Jefferson, was born to a prosperous local land owner in 1743. Although he spent his early years in the eastern county of Goochland, from the age of fourteen he called Albemarle county his permanent residence. Work was begun in 1769 on Monticello, the home he designed and continued to improve for the rest of his life. Jefferson also masterminded the University of Virginia and lobbied the state legislature for its approval, its location in his home county, and its funding. He designed all the University's original buildings, closely supervised construction, selected the faculty, and chose books for the library. The first classes were taught in 1825, a few months before Jefferson's death. His name is still spoken countless times each day at the University.

The town of Charlottesville had a courthouse, tavern, and about a dozen houses at the turn of the nineteenth century. By mid-century it had a viable business district. No Civil War battles were fought in the area, but the town provided a hospital for Confederate wounded. Post-war recovery was gradual, but after about 1888 when the town became a city, growth has been steady and continuous.

Getting There

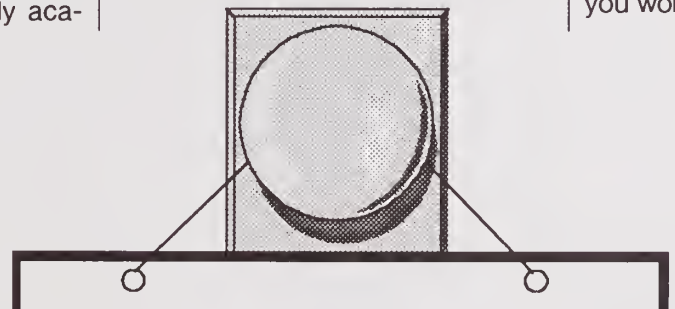
Charlottesville is located just off I-64, about 35 miles east of I-81, and 70 miles west of I-95. Driving distances from several major cities in the MARAC region are:

Washington, D.C.	110 miles
Baltimore	150 miles
Philadelphia	260 miles
Pittsburgh	340 miles
New York City	350 miles

Amtrak's Crescent travels daily from New York through Charlottesville, and daily flights on USAir and United Express link Charlottesville with numerous cities in the MARAC region.

See you in C'ville!

Come to the spring meeting ready to enjoy the natural beauty of the area and the history and grandeur of Jefferson's University. Prepare to savor the city's myriad restaurants, shopping opportunities, and friendly, casual atmosphere. We promise a stimulating program that addresses the wide range of our membership's interests. It will be a MARAC meeting you won't forget!



Session on Technological Trends in Archival Work taking place...
Please join us.

State & Local News

DE

Delaware is building a new Public Archives facility. After consideration of various available sites, a decision to build on the existing Hall of Records/ State Records Center site across the street Legislative Hall in Dover was reached. As currently envisioned, two above-ground stories will be built over the underground State Records Center with a "connector" to link this facility to the 1938 Hall of Records.

Construction plans call for a phased approach. The addition atop the existing "underground" will contain the new Research Room, stacks, laboratories, and archives processing areas. It, and the connector to the Hall of Records, will be built first. Phase II will see renovation of the 1938 Hall of Records as office, exhibit, and meeting space. The current Research Room in the Hall of Records will remain open during the first construction phase. Groundbreaking for the new Archives is scheduled for July 1997.

Obviously, building over the existing "underground" will require moving all records in the current State Records Center prior to construction. The Delaware Public Archives (DPA) has contracted with a commercial records center in Wilmington, and DPA staff will be moving all agency records in the State Records Center, along with more than two-thirds of the Archives holdings, to this commercial records center prior to July 1, 1997. Moving records actually began in April 1996.

Having records located some fifty miles from the Hall of Records during construction will slow some researchers services. Approximately 6,000 cubic feet of highly referenced records will remain in Dover in the Hall of Records vaults. However, the records a researcher requires may be at the commercial facility in Wilmington. DPA plans to have two deliveries per day from that site to the Hall of Records, and encourages researchers to call ahead to make sure the records needed are in Dover when the researcher arrives.

★

The Delaware Public Archives is now connected to the Internet. Internet addresses have the following structure — first initial/last name@state.de.us — for example, hlowell@state.de.us. In addition, we have a general Internet address for contacting Research Room staff — archives@state.de.us. Plans call for the Public Archives Web site to be accessible in late January 1997.

★

An initiative with long-range impact on Delaware Public Archives' (DPA) ability to serve both agency personnel and the general public is PRMIS — the Public Records Management Information System. PRMIS will function as a life cycle tracking tool for all government records. It also will serve as the foundation for developing a Government Information Locator Service (GILS) for Delaware. DPA has contracted with PSI, Inc. of Wilmington to conduct a "business planning analysis" and develop prototype software. This first phase of PRMIS planning began in October 1996 and will be completed by March 1997.

PA

The H. John Heinz III Archives at Carnegie Mellon University recently processed the congressional papers of the late Pennsylvania Senator John Heinz. The 646 linear feet of papers encompass his entire congressional career as a Republican member of the U.S. House of Representatives (1971-1976) and the U.S. Senate (1977-1991). They document Heinz's work on national issues such as health care policy, retirement, international trade and finance, and environmental policy. Access to the complete finding aids can be viewed at the Heinz Archives Website at http://www.library.cmu.edu/Guide/Heinz.

★

The work on the Heinz Electronic Library Interactive Online System (HELIOS) continues, with an initial release on the World Wide Web expected in early 1997. HELIOS is an archival management system developed at Carnegie Mellon University which supports full page digital access image access and employs natural language processing techniques to search and retrieve material from the electronic archive. Over 500,000 pages have been scanned and converted to ASCII text. Verification is occurring where archivists and graduate students assess the quality of the scanned images, review/edit the corresponding ASCII test, transcribe handwritten annotations, and create notes at the folder and document level.

VA

The Library of Virginia is currently closed to researchers as they undertake their physical move to the new facility. The Library is scheduled to reopen on January 3, 1997, with dedication to come in May.

★

The Virginia Canals & Navigation Society (VCNS) recently provided the Virginia Museum of Transportation, Roanoke, VA, with a complete set of VCNS publications. This gift included the Canal Atlas series, The *Tiller*, the society's quarterly journal and other books and pamphlets.

★

The Virginia Historical Society is currently working on three grant projects: 1) the Holsinger Studio Collection; 2) the Melton Foundation—an American literature project; and 3) the Archival DTD project with Berkeley, Duke and other institutions.

★

The Virginia Association of Museums is meeting in Roanoke, March 2 - 4,1997. MARAC will be sponsoring a session entitled "Order Out of Chaos: I've Got All This Great Stuff—Now What Do I Do?" The focus will be on how to handle archives and manuscripts in a museum setting. Linda Miller is still looking for one or two presenters. If anyone is interested, please contact Linda Miller (540) 375-2490 or e-mail LMiller@Acc.Roanoke.Edu or Fax 540-375-2083.

MARAC's Spring Meeting Theme: *Tradition and Trends* at Virginia

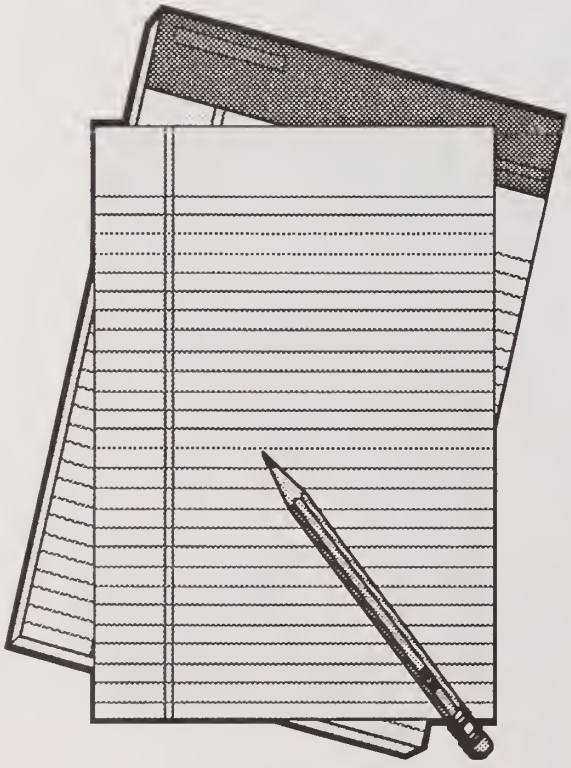
The Digital Holsinger Project is one example of *Tradition and Trends* at the Spring conference. Rufus W. Holsinger, a Charlottesville portrait photographer, also photographed life in the community from 1890 to 1930. His collection of over 9,000 glass plate negatives, housed in the University's Special Collections department, has long served as a unique resource for local history. Recently the department's Digital Center undertook to create a searchable, Internet-accessible archives of the Holsinger Collection. This process will allow repeated access to the images, without any degradation of quality. An index will allow users to search according to specific interests, such as type of architecture or fashion, street or shop location, date family name, etc. Furthermore, advances in digital photography have made it possible not only to copy and store the entire image electronically, but also to permit the enlargement of the smallest features previously hidden in the large negatives.

The enlargement detail of the stuffed tiger was made by Digital Archivist, Vienna Wilson, from a slide taken of Holsinger's glass plate negative.

...from the chair

I want to thank all the MARAC members that either participated in or contributed to the great success of the Fall meeting in Wilmington, Delaware at the beginning of November. Attendees appeared to enjoy the change in program format and the first MARAC Film Festival was definitely the place to be on Friday evening. Next year's Fall meeting promises to be even more entertaining, with the celebration of the 25th anniversary of MARAC. The theme will be "Homecoming" and a dinner dance is planned as part of the festivities.

On a more serious note, at the Business meeting on Saturday, November 9th, the MARAC membership voted in favor of the Strategic Plan. In order to maintain the momentum of the work accomplished by the Strategic Planning Committee, I have appointed with the agreement of the Steering Committee, an ad hoc committee to determine the next steps for implementing the plan that was just approved. This Ad Hoc Committee on the Implementation of the Strategic Plan, chaired by Ben Primer, will bring to the Steering Committee recommendations on how to ensure that the plan is put into place to help MARAC emphasize the educational role it should play for members of this organization.. The members of the committee are: Ben Primer, chair; Jim Byers, Becky Collier, Fynnette Eaton, Jackie Esposito, Janet Linde, Valerie Metzler, Karl Niederer, and Eileen Parris. If you are interesting in participating in activities associated with the implementation of the plan, or if you have concerns or suggestions about the plan, please feel free to contact me either through e-mail at fynnette.eaton@arch2.nara.gov or by phone at 301-713-6640 x 225.



...from the editor

I want to take a brief moment in this issue to point out several changes which have occurred in the Mid Atlantic Archivist between this issue and the last. They are, unfortunately, a mixture of bad and good news. The worst news is something which many MARAC already know: the death of Susan Swartzburg. As editor of the MAA, I could always depend on Susan to submit information as Preservation News Editor. Her timely packets will be greatly missed, as she herself will be. Jackie Esposito is also resigning as State and Local News Editor effective January 1, 1997. I hope that I can find someone as able to succeed her in that position. The good news for me is that Evelyn Frangakis of the University of Maryland has volunteered a Preservation News Editor, and Charles Greifenstein of the College of Physicians in Philadelphia has consented to serve as the Associate Editor fo the MAA, and eventually will succeed as Editor. I have already worked with both of them in connection with this issue and am looking forward to working with both of them in the future as well.

Dick Wood

New MARAC Members

Patricia Ackerman
CIGNA

Joseph James Ahern
Atwater Kent Museum

Monica Albala
Nassau County Museum

Judy L. Aliquo
Wilmington Friends School

Ann Ambrose
New Jersey State Archives

Susan K. Anderson
Pennsylvania Hospital

Barbara Berg
Glen Rock Historical & Preservation Society

Mikel Breitenstein
Long Island University

Margaret Brennan
Consultant

Robert M. Browning

Sister Marie Therese Carr
Neumann College

Kim Charlton
Carnegie Hall

Sushan Chin
Museum of Chinese in the Americas

Bruce C. Compton
The Pew Charitable Trusts

Ruth Ann Coski
Museum of the Confederacy

Christine Crawford-Oppenheimer
Southeastern NY Library Resources Council

Jean D. Crescenzi
Rutgers University

Tracey DelDuca
Marymount Manhattan College

Bonnie Jo Dopp
University of Maryland

Wilma E. Dotson
Campbell County Public Library

Robert Dunkelberger
Bloomsburg University

Barry Dwork
Catholic University of America

Sharon L. Fickeissen
Rochester Institute of Technology

Wanda J. Finney
University of Illinois

Paula Fish
State University of New York/Albany

Karen J. Fishman
University of Maryland

Ellen H. Fladger
Union College

Evelyn Frangakis
University of Maryland

Heather A. Friedle
Mariners' Museum

Melinda K. Friend
Library of Congress

Mindy Gordon
Long Island University

Debra Gousha
Maryland State Archives

Jane Graham

Laura Grauer
Philadelphia Toboggan Coasters, Inc.

Georgianna Grentzenberg
Consultant

Heather Heywood
World Bank Group Archives

Deirdre Hollingshed
American Association of University Women

Josephine Hutchison
Atlantic County Historical Society

Mary Beth Jenets
University of Pittsburgh

Linda M. Kennedy
Town of Amherst Archival Research Center

Scott Leonard
University of Maryland

Richard Lieberman
CUNY

Gary Link
Allegheny County

Marilyn Love
The Lawrenceville School

Continued on P. 8

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- **New York Transit Museum, New York** uses **GENCAT** for MARC cataloging, on line searches, finding aid, and subject thesaurus.
- **George Meany Memorial Archives, Maryland** uses the multi-level feature of GENCAT to describe the broad record group, down through series to folder and showing the location of boxes.

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New Members

Continued from P. 7

Timothy Mahoney
University of Maryland

Robert McDonnell
NY State Archives

Maria E. McCall
Sisters of the Blessed Sacrament

David McCartney
University of Maryland

Katina T. Mannarino
Duquesne University

Jean Meyer
Dominican Sisters Archives

Ellen Morfei
Hagley Museum and Library

Raymond Mosley
National Archives

Richard Muscarella
County of Putnam

Michael North
NY Academy of Medicine

Frances Oates
MBNA America

Sister Angela Perry
Sisters of Mercy

Ellen Pierce
Maryknoll Mission Archives

James S. Presgraves
Randy B. Rauscher
Sister Jeanne Reichart
Sisters of Mercy

Brett M. Reigh
Indiana University of Pennsylvania

Tara Riese
University of Maryland

Deborra A. Richardson
National Museum of American History

Barbara Rivolta
Ocean County Historical Society

Susan Rosenfeld
Consultant

Helene Van Rossum

Anne Rothfeld
U.S. Holocaust Memorial Museum

Katharine A. Salzmann
Howard University

Russ Scarboro
Temple University

Sarah L. Schmidt
University of Maryland

Sheila Scott
Afro-American Newspaper Archives

Helen Selsdon
Whitney Museum of American Art

Donna Slawsky
Harper Collins Publishers

Elizabeth Slomba
University of Maryland

Nancy Spiegel
University of Pittsburgh

Phyllis E. Steele
New England Life Insurance Company

Jane Subramanian
SUNY Potsdam

M. Jean Tepsic
Merrill Lynch & Company

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Special Thanks

Many people and organizations contributed to the success of MARAC Fall 96, Archivists Face to Face, at Wilmington, but special thanks go to National Micrographics, Maryland. A first time supporter, they went beyond the call of duty and loaned the equipment for the popular Digital Imaging Workshop. Their generosity allowed MARAC to offer the latest technology at a reasonable cost. Thanks a million!

MARAC NEWS

Mid-Atlantic Regional Archives Conference Mentoring Program Application

The MARAC Mentoring Program pairs experienced MARAC members with students and new members to assist the newer members in identifying interests, set career goals, and help in developing professional contacts. The mentors and mentees are encouraged to schedule initial meetings during the Spring or Fall Conferences, especially at the New Member Orientation Meeting.

Guidelines

- Contact can be initiated by either participant, but the onus is on the Mentee
- Mentor and Mentee should discuss and define what each expects from the program
- The Membership Development Committee encourages the Mentors and Mentees to meet during MARAC's semi-annual conference meetings
- Discuss strengths and interests of the Mentees
- Identify and suggest career enhancement opportunities
- Introduce the Mentee to other professional colleagues
- Keep the contact informal
- Participants must contact each other at least once

I am interested in becoming a: **MENTOR** ☐ **MENTEE** ☐

Name: _____

Institution: _____

Address: _____

_____

_____

Phone: _____ **Fax:** _____

E-Mail: _____

Archival Interests or Experiences:

☐ Accessioning	☐ Appraisal	☐ Records Management
☐ Manuscripts	☐ Automation	☐ Audiovisual Records
☐ Description	☐ Preservation	☐ Government Records
☐ Reference	☐ Microfilm	☐ Religious Collections
☐ Management	☐ Outreach	☐ University Collections
☐ Consulting	☐ Education	☐ Business Archives
☐ Other		

Send Applications and Comments to:

Jennie Diaz Guilbaud
National Archives at College Park
Records Appraisal & Disposition Div.
(NIR) Rm. 2100
8601 Adelphi Road
College Park, MD 20740-6001

Phone: (301) 713-6677, ext. 271
Fax: (301) 713-6852

Outreach Committee Requests Photos

The Outreach Committee is working on the second MARAC Archives Week Poster for Fall, 1997. The theme selected is "Celebrate Places That Preserve Family Memories Forever."

In order to prepare the poster, which will include a collage of images from regional repositories, the Committee requests copies of photographs of families. The Committee is interested in obtaining photographs that show families of different backgrounds and from different periods.

Please send 7 X 5 (or larger) photographs to Maxine N. Lurie, 6 Rye Street, Piscataway, NJ 08854 by April 15, 1996. Include Name, Institution, Description/Title, and Credit Line. The Outreach Committee will select photographs and construct a proposed poster at the Spring meeting for submission to the Steering Committee. The final design will be reproduced and distributed to institutions within the region as well as to Caucus chairs (and by them to MARAC members)

If you need additional information contact the Committee Chair. E-Mail luriemax@lanmail.shu.edu. Phone (201) 275-2772.

★

"Fall 1997 Wilmington Meeting Theme "Homecoming"

November 6-8, 1997

The Fall 1997 meeting of MARAC will mark the twenty-fifth anniversary of the Conference. It will be celebrated at Wilmington, Delaware, where the first general meeting was held. It is fitting that the theme for the Fall 1997 meeting will be "Homecoming." As the term implies, all—new members and old members alike—from the Mid-Atlantic States are invited to gather in Wilmington for this historic occasion. Bring and wear your seventies clothes and whatever else you think is appropriate to mark this special occasion!!

Scholarships, Fellowships and Grants

Colonial Dames Scholarship

A scholarship to the National Archives' Modern Archives Institute, to be held June 2-June 13, 1997, is available from the Society of American Archivists. The award, funded by the Colonial Dames of America, Chapter III, covers up to $1,200 of the total tuition, travel, and housing expenses at the Institute (Tuition is $525). To be eligible, an applicant must be an employee of an archival institution or agency with a fair percentage of its holdings in a period predating 1825; have been employed less than two years as an archivist or archives trainee; and actually be working with archives or manuscripts regardless of title.

Resumes accompanied by two letters of recommendation from persons having definite knowledge of the applicant's qualification should be submitted in triplicate (original and two photocopies), no later than April 18 1997, to Greg Bradsher, Archives II, Textual Reference Branch (NNR2), Room 2405, National Archives and Records Administration, 8601 Adelphi Road, College Park, MD 20740-6001.

★

Applications Invited for 1997-98 NHPRC Fellowship in Archival Administration

The National Historical Publications and Records Commission (NHPRC) is now accepting applications from individuals for its Fellowship in Archival Administration, which provides advanced administrative training in archives. For the 1997-98 fellowship year, the stipend for the archival fellow is $35,000, with up to $7,000 in fringe benefits. The fellowship is for a nine- to twelve-month period beginning between August and October 1997. The fellow will also have some funds available for professional travel during his/her fellowship year. The application receipt deadline is March 1, 1997.

Fellows are provided with a series of administrative and decision-making experiences. Past fellowships have included such diverse areas as appraisal, budget preparation, personnel administration, publications, plant operation, long-range planning, disaster planning, collection policy development, and committee activities. In addition to work in these areas of administration, the fellow is expected to complete a technical project. Administrative fellowship applicants should have between two and five years' experience in professional archival work. While not required, it is desirable that applicants have the equivalent of two semesters of full-time graduate training in a program containing an archival education component.

Host Institution: The Thomas Dodd Research Center, University of Connecticut, Storrs, CT. Following an introduction to the center, the fellow will participate in general administrative activities, such as the university libraries leadership council, center staff meetings, and project team activities. Other general administrative tasks include creating a university libraries student labor budget, developing a foundation supported proposal for a Dodd Center project, and assisting in planning a public event for the center. For her or his technical project, the fellow will be asked to investigate cooperative efforts between institutions. Four major tasks make up the plan of work: (1) discover what types of cooperative efforts, groupings, and projects have been most successful for libraries and archives in the recent past, (2) define several projects that have potential for success and which would improve delivery of archival information to a wide variety of researchers, (3) define possible partners for each of the projects and outline required and available resources, and (4) open avenues of communication between a wide group of libraries, archives and information groups in the NE region who may be potential partners in projects with the center. Other more formal management and administrative training opportunities are available in the form of the State of Connecticut's Leadership Training Program and the Connecticut Institute for Management Studies? Executive Seminars.

Fellowship application forms and more complete descriptions of the program should be requested from the NHPRC, National Archives Building (Archives I), Room 607, Washington, DC 20408. Phone: (202) 501-5610; fax (202) 501-5601; e-mail: nhprc@arch1.nara.gov.

Following the March 1, 1997, deadline, the Commission will provide eligible fellowship application forms to the host institution, which will select a fellow by mid-June 1997.

★

The National Historical Publications and Records Commission (NHPRC) is now accepting applications from individuals for its Editing Fellowship, which provides training in historical documentary editing at a project supported by the Commission. The stipend for the editing fellow is $33,000, with up to $8,250 in fringe benefits. The fellowship is for an eleven-month period beginning between August and October 1997. In addition to attending the Institute for the Editing of Historical Documents held in June in Madison, Wisconsin, the fellow will also have some funds available for professional travel during his/her fellowship year. Applicants should hold a Ph.D. or have completed all requirements for the doctorate except the dissertation. The application receipt deadline is March 1, 1997.

Host Project: The Frederick Douglass Papers project, Morgantown, WV. The Frederick Douglass Papers project is an historical documentary edition based on the surviving manuscripts and records relating to the life and

work of the noted abolitionist Frederick Douglass (1818-1895). The project focuses on the publication of Douglass's three autobiographies: *Narrative and the Life of Frederick Douglass* (1845), *My Bondage and My Freedom* (1855), and *The Life and Times of Frederick Douglass* (1881). During the fellowship year, project staff will be undertaking a significant amount of document transcription and document verification. The fellow will be given the opportunity to apply editing principles to each of the stages of the project's work: document selection, document transcription, document verification, and document annotation. The greatest portion of the fellow's time, however, will be devoted to the preparation of annotation to accompany the text of Douglass's third autobiography.

Fellowship application forms and a more compete description of the program should be requested from the NHPRC, National Archives Building (Archives I), Room 607, Washington, DC 20408. Phone: (202) 501-5610; fax (202) 501-5601; e-mail: nhprc@arch1.nara.gov.

Following the March 1, 1997, deadline, the Commission will provide eligible fellowship application forms to the host institution, which will select a fellow by mid-June 1997.

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The Pennsylvania Historical and Museum Commission

The Pennsylvania Historical and Museum Commission invites applications for its 1997-1998 Scholars in Residence Program. The program provides support for full time research and study at any Commission facility, including the State Archives, the State Museum, and 26 historical sites and museums. Residences are available for four to twelve consecutive weeks between May 1, 1997 and April 30, 1998, at the rate of $1200 per month. The program is open to all who are conducting research on Pennsylvania history, including academic scholars, public sector professionals, independent scholars, graduate students, writers, filmmakers, and others. For further information and application materials, contact: Division of History, Pennsylvania Historical and Museum Commission, Box 1026, Harrisburg PA 17108. Phone 171-787-3034. Deadline is January 17, 1997.

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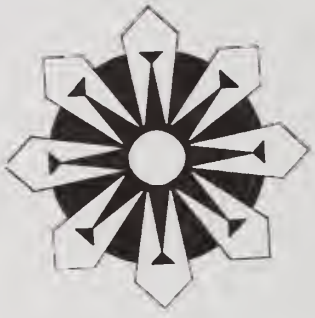
National & Regional News

The Oral History Association invites applications for three awards to be presented in 1997 that will recognize outstanding work in the field. Awards will be given for a *published book* that uses oral history to advance an important historical interpretation or addresses significant theoretical or methodological issues; for a *nonprint format production*, including film, video, radio programming, exhibition, or dramatic production, that makes significant use of oral history to interpret a historical subject; and to a *precollegiate teacher* who has made outstanding use of oral history in the classroom. In all cases, awards will be given for work published or completed between January 1, 1996 and March 30, 1997.

Awards are honorific and will be announced at the Association's annual meeting, to be held September 25-28, 1997, in New Orleans, Louisiana. The association welcomes entries and nominations from all who practice oral history, including academic scholars, educators, public history institutions and practitioners, independent and free lance professionals, libraries and archives, community-based groups and individuals, and others.

For guidelines and submission information, write Rebecca Sharpless, Executive Secretary, Oral History Association, Baylor University, PO Box 97234, Waco, TX 76798-7234; OHA_Support@Baylor.edu. Deadline for receipt of all nomination materials is April 1, 1997.



Of Mailing Times and Deadlines

For about a year, the spring and fall issues of the Mid-Atlantic Archivist (*MAA*) have been delivered by first class mail. The purpose of the change was to ensure that members received information on MARAC meetings in plenty of time to plan their attendance. We hope that this goal has been met. The summer and winter issues continue to be delivered via slower fourth class mail.

The editor wishes to thank all those who have contributed to the *MAA* in the past and hopes that such contributions will continue or increase in the future. The deadlines for the four issues remain March 1, June 1, September 1, and December 1. With your help we can get the *MAA* to you in a timely manner regardless of how it is sent.

PRESERVATION SERVICES FOR ARCHIVES

Evaluation of Collections, document Preparation, Vendor Selection, Estimates for Microfilming, Binding, Storage, Staff Training

Marc Zeitschik
Preservation Consultation
71 Cassilis Avenue
Bronxville, New York 10708
Phone/Fax: 914-793-7842
E-Mail: PRESCONSUL@AOL.COM

Correction

The Fall 1996 edition of the MAA contained an error in the E-Mail address for Marc Zeitschik/Preservation Consultation advertisement found on Page 12. The correct E-Mail address should be PRESCONSUL@aol.com. We apologize to Mr. Zeitschik and regret the error.

EMPLOYMENT

As a service to the MARAC membership the *Mid-Atlantic Archivist* publishes announcements about professional opportunities for archivists. The *maa* reserves the right to decline or edit announcements that include discriminatory statements inconsistent with principles of intellectual freedom or the provisions of the Civil Rights Act of 1964 and its subsequent amendments.

There is not a fee for publishing job opportunities; however, announcements from the MARAC region will be given priority. The deadlines for the *maa* are December 1st, March 1st, June 1st and September 1st. Because the *maa* is delivered via bulk rate, exact delivery dates cannot be guaranteed.

It is assumed that all employers comply with Equal Opportunity/Affirmative Action regulations.

The Minnesota Historical Society

Position for an Associate Curator of Manuscript Acquisitions

The individual filling the position actively assists the Curator of Manuscripts Acquisition in defining and implementing acquisition and appraisal tasks covering a wide range of mostly 20th century Minnesota historical sources; major collecting areas include but are not limited to business, politics, philanthropy, environmentalism, women's history, communities of color.

Responsibilities: The Associate Curator is responsible for participating in the formation of documentation projects, initiating and responding to donor contacts, deed of gift negotiations, field surveys and appraisal of potential acquisitions, physical transfer of collections, appraising and establishing preliminary physical and intellectual control of acquisitions, and all necessary follow-up donor relations. In addition, the Associate Curator works with other historical agencies and the general public to educate them about records preservation and the Society's programs. Active participation in professional activities is expected. The position entails periodic travel throughout Minnesota.

Qualifications: Qualified applicants must have extensive knowledge of modern archives collection development, appraisal, donor relations. Must also have fundamental knowledge of the entire range of archives administration, including arrangement and description, reference, conservation, and outreach. This archival knowledge is commonly acquired through graduate level archives coursework and work experience. A minimum of 3 years archival experience is required, with a knowledge of American history, commonly acquired through a graduate degree in history, American studies, or related field; interest in and/or knowledge of business records preferred. Ability to speak and write clearly and accurately is essential. The individual filling the position must be able to deal effectively with donors, MHS staff, other collecting institutions, and the public and be able to work well under pressure and with little direct supervision. Candidates must be computer literate, and should have some experience with relational databases, network administration, and web technology.

Salary: Starting range—$29,650-$32,820 minimum, excellent fringe benefits. To apply: please send letter describing qualifications, resume, and three professional references to: Minnesota Historical Society, Human Resource Department, Associate Curator of Manuscripts Acquisition Search Box 30, 345 Kellogg Blvd. West, St. Paul, MN 55102. Applications must be postmarked by 14 February 1997.

MARAC MEETINGS

Spring Meeting 1997
Charlottesville, Virginia
May 1st-3rd

Fall Meeting 1997
Wilmington, Delaware
November 6th - 8th

See Newest *MAA* column...
Scholarships, Fellowships and Grants
on P. 10 for other employment opportunities.

Electronic Records Application Developer

The City of Philadelphia, Department of Records invites applications for the position of Electronic Records Application Developer at the Department of Records. This is a one-year, National Historical Publications & Records Commission- (NHPRC) funded position that is part of a two-year project to automate the retention and disposition of electronic records generated by information technology systems.

Responsibilities: The Electronic Records Application Developer will work for the project director, under the guidance of the Electronic Records Manager, in accomplishing two primary activities. An initial project will involve the selection and data structure reformatting of a dataset existing from the City's tape library. The bulk of the effort will involve the development of a background groupware process, that will interact with both end users in a networked environment and the Windows operating system, to collect, via system traps, various program and platform-specific, contextual structural metadata and then reformat these data into a standardized, recordkeeping data structure.

Qualifications: The successful candidate will have at least three years of programming experience (C preferred), with experience in a 4GL a plus, familiarity with application platform interface processes (in the Windows environment preferred), and familiarity with groupware (Lotus Notes preferred). A BS in computer science is minimally required, with an MS preferred. Ability to work independently and good interpersonal skills are essential. Additionally, familiarity with Netware and recordkeeping principles are pluses.

Salary: $40,000 plus excellent fringe benefits. Selected candidate must live in the City of Philadelphia. Send resume, official college transcript, and contact information for three references to: David M. Weinberg, Deputy Records Commissioner, 162A City Hall, Philadelphia, PA 19107, dweinberg@phila.gov.

The Historical Society of Rockland County, New York Consulting Archivist

The Historical Society of Rockland County, New York (HRSC) is seeking a consulting archivist to continue a New York State Archives' Documentary Heritage-funded program which documents the written history of the Latino communities in Rockland County. The Project Director/Archivist carries out the project and provides workshops/training or a staff of two: a paid Archives Survey Partner/Assistant and a student intern. The Archivist will ideally be bilingual in Spanish and English, with at least five years of progressively responsible archival managerial experience, including community base archival records surveys. Applicants must have experience with concepts of documentation strategy and a strong personal commitment to working with diverse groups of people. Familiarity with the New York State Archives Documentary Heritage Program procedures is a plus. The archivist will work with the HRSC curator to complete the progress and final reports.

For more information on the project, please contact The Historical Society of Rockland County at (914) 634-9629 and ask for Executive Director Sarah Henrich or Curator Jennifer Griffin. FAX HRSC at (914) 634-8690 or E-Mail HSRockland@aol.com

University of Pittsburgh Department of Library and Information Science

The Department of Library and Information Science of the University of Pittsburgh is seeking applicants for a tenure track teaching and research position. Entry is at the level of Assistant Professor, and it is hoped that the candidate will be eligible for a joint appointment in the Department of Library and Information Science and the Department of Information Science and Telecommunications. The school is looking for a candidate who is qualified to teach courses and conduct research in electronic records systems and management, who has a substantial understanding of archival science and records management, and who can direct doctoral level research.

Qualifications include an earned doctorate, demonstrated excellence in teaching, and a record of excellence in research and publication. Relevant professional practice in archives or records management programs and a successful record of securing grants are highly desirable. The school is particularly interested in applications from minority and women candidates.

Salary is negotiable. Preferred starting date is September 1997. Please send resume and representative publications and provide three names for reference to Dr. Richard J. Cox, Chair, DLIS Faculty Search Committee, School of Information Sciences, University of Pittsburgh, Pittsburgh PA 15260. FAX: 412-648-7001; E-MAIL rjc@sis.pitt.edu. In the application materials, interested parties should have prepared a brief statement on how they believe they would fit into the school's programs based on a review of the school's homepage at http://www.sis.pitt.edu. Consideration of applicants will begin on December 15, 1996 and continue until the position is filled.

The Historic American Buildings Survey/Historic American Engineering Record

The Historic American Buildings Survey/Historic American Engineering Record (HABS/HAER) is advertising summer 1997 work opportunities for architects, landscape architects, historians, engineers, photographers, illustrators, industrial designers, and industrial archeologists for documenting historic buildings, structures, sites, and vessels.

The Historic American Buildings Survey/Historic American Engineering Record (HABS/HAER), a division of the National Park Service, will be conducting projects at various locations around the country from May through September. Both HABS and HAER produce ink-on-Mylar measured drawings, interpretive and process drawings, large-format photographs, and written reports to document structures of historic architectural, engineering and industrial significance.

All new applicants must submit the following: a resume and U.S. Government Standard Form OF-612; Supplemental Qualifications Statement (OPM Form 1170) or college transcript;

Letter of recommendation from a faculty member or employer familiar with your work; and work samples appropriate to the disciplines listed (samples will not be returned). Forms OF-612 and OPM-1170 are available at Federal office buildings, many employment agencies and campus job placement centers.

Applicants must be U.S. citizens, but need not specify whether they wish to work for HABS or HAER. Applicants who have worked for HABS/HAER since Summer 1992 (incl.) need submit only complete, current forms OF612, OPM-1170 and current resume.

All applications must be postmarked by March 7, 1997. Successful candidates will be notified by telephone between late April and early June; please provide a valid telephone number for that time period. Send application materials to: Summer Program, HABS/HAER Division, National Park Service, Washington, DC 20013-7127. Phone: (202) 343-9625/9618.

For more information and to download forms, visit the HABS/HAER web site at: http://www.cr.nps.gov/habshaer/jobcomp.htm

Book Review

Government and Art: A Guide to the Sources in the Archives of American Art. Archives of American Art, Smithsonian Institution, Washington, D.C., 1995.

This volume is concerned with the level of involvement of federal, state and local government with the arts in America and notes with attention the social and artistic aspects of government sponsorship. Particular emphasis is placed on the New Deal and its support of the arts. A very useful list of agencies, organizations and projects mentioned frequently throughout the volume includes a brief descriptive note for each.

Entries are arranged alphabetically, An index of personal names, places, organizations, subjects and illustrations are keyed to entry number in the volume. Descriptions for individuals include dates, type of art and whether the information comes from an oral history, papers or photographs. Oral Histories note topics covered in the interview. Descriptions of papers give the number of items. Whether organizational records are included, and number of series and series descriptions. Several pages of illustrations are included. As always, the *Guide* is well done.

Arthur Brethon's Introduction mentions their web site which is http://www.si.edu. If you click on "what's new" you will find Smithsonian Institution Research Information System (SIRIS) navigator which will search the archives and manuscript collections available. If you have internet access, that is a tremendously useful tools.

— Mary Boccaccio
East Carolina University

STEERING COMMITTEE

Mid-Atlantic Regional Archives Conference,Steering Committee Minutes, Nov. 9, 1996, Holiday Inn Downtown, Wilmington, Delaware

IN ATTENDANCE: Beth Alvarez (for Lauren Brown), Fred Armstrong, Prudence Backman, Cindy Bendroth, Mimi Bowling, Patrice Brown, Margaret Burri, Lynn Catanese, Yvonne Carignan, Becky Collier, Fynnette Eaton, Jackie Esposito, Jeff Flannery, Jennie Diaz Guilbaud, Susan Hamburger, Ng. George Hing, Elizabeth Joffrion, Maxine Lurie, Linda Angle Miller, Eileen Parris, Diana Shenk, David Weinberg, and Dick Wood.

1. Call to Order

Fynnette Eaton, Conference Chair called the meeting to order at 5:30.

2. Approval of Minutes

The minutes of the August 2, 1996 Steering Committee meeting were approved.

3. Chair's Report

a. Death of Susan Swartzburg

Fynnette called for a moment of silence in memory of Susan Swartzburg. Susan died on October 13, 1996.

b. Committee Appointments

Fynnette announced the following appointments:

- Education Committee- Charles Kline, University of Pennsylvania Museum of Archeology and Anthropology; Thomas J. Rosko, Princeton; and Peter J. Wosh, New York University.
- Publications Committee- Susan Aprill, Edwin Schlossberg, Inc.
- Outreach Committee- Beverly Robertson, Empire Blue Cross/Blue Shield; and Catherine Keim, Rutgers University. The following individuals were reappointed: Leonora Gidlund and Kristen Turner.
- Finding Aids- Robin Van Fleet of History Associates, Rita Dockery, and Anne Mitchell.

c. Appointment of Interim Maryland Caucus Chair

Fynnette reported that Margaret Burri had to step down as the Maryland Caucus Chair due to the added responsibilities of a recent promotion. She has appointed Yvonne Carignan to replace her until the next election. The Steering Committee will continue to meet at Med Chi.

d. MAC/MARAC Cooperative Efforts.

- San Diego Meeting- MAC and MARAC agreed that the joint meeting would be held at Cleveland. Mark Greene, Head of MAC, and Fynnette went over a discussion paper prepared by Jackie Esposito. MAC will send their response back shortly. Preliminary agreement has been reached on many aspects of the meeting. Things will be finalized after the receipt of MAC's response to the discussion paper. One point raised by Mark was that instead of trying to appoint a formal committee we should just have the coordinating committee serve as the proto committee. So it was agreed that the individuals who handle meetings coordination from both organizations would serve as co-chairs of the joint meeting.
- SAA Meeting- SAA is interested in looking at the issue of continuing education. There was an adhoc meeting during SAA of representatives from MARAC, MAC, and NEA to talk about continuing education. Regional Conferences are interested in sharing workshops and expertise among their members instead of each one having to develop their own.
- Letter to Richard Waldron- Fynnette sent a letter to Mr.Waldron thanking the NJ Historical Commission for designing the posters.
- Interagency Council On Information Resources for Nursing- Fynnette received a dues bill for $100.00 from this organization. MARAC has been a member of the organization in the past but questions were raised as to whether we were required to pay dues. It was agreed that Fynnette would check into this before paying the dues.
- Rutgers University Memorial Gift Fund- Rutgers has established a special fund in the memory of Susan Swartzburg. Fynnette made a motion that MARAC make a contribution in recognition of Susan's contributions to the organization. It was agreed that MARAC would take up a collection and send it to the gift fund.

4. Vice Chair's Report

a. Charlottesville Status Report- Marsha Trimble talked about the budget and the activities planned for Charlottesville. She noted that the Local Arrangements Committee is working under constraints imposed by the hotel. The rooms are going to be $89.00 per night. We must have at least 300 people register for the meeting in order to meet the hotel's requirement for getting free use of convention rooms. If this requirement is not met we will have to pay for the use of the rooms. The costs will start at $1,000.00 and increase the further we fall below the numbers required.

In addition, buses will have to be chartered to take people to the reception. There is also additional costs for various connections to put on programs relating to technology which would need dedicated lines for audio-visual and computer equipment. The Committee has budgeted more than most local arrangement committees to cover higher cost for such presentations. Marsha pointed out that they are looking into contributions from vendors and other local groups but noted that they are depending on registration fees to carry the meeting. The Meetings Coordinating Committee has agreed to allow them to include breakfast in the registration fee.

The keynote speaker will be American historian Edward Ayers. He will discuss his research comparing two towns before and after the Civil War. The data on these towns will be placed on the Internet. The luncheon speaker will be architectural historian Richard Guy Wilson. He will discuss the original Jeffersonian buildings on

the campus of the University of Virginia. The program will also include things for "techies" and "non-techies" which will provide a good mixture of topics to cover a broad range of interests.

b. Special Meeting to finish revisions of the handbook.

Jackie Esposito reported that she hopes to have the special meeting on January 16 in College Park weather permitting. In case the first date is snowed out the meeting will be held on February 3 in New York City. The meeting will bring them to the point where they will be able to completely revise the handbook. They will be looking at some of the pricing limits that are put on local arrangement committees which have tied their hands in many cases in terms of how much they can charge for meals.

c. Wilmington Fall 1996.

There were over 300 registrants for this conference meeting. There were more people at this meeting than at the first Wilmington meeting. Only one tour and one workshop were canceled.

The meeting had problems with technology logistics. Over the next six months, the Meetings Coordinating Committee will be looking at the development of guidelines to committees on how to deal with technology. A suggestion was made not to meet in hotels since many seem unable to support a conference with technology needs. However, Jackie said that it would create another set of problems dealing with busing people from the hotel to other conference sites which MARAC is not able to handle at this time.

There was some misunderstanding concerning who reserves the rooms for committee meetings. It was reported that local arrangements committees are not responsible for booking rooms and setting times for these meetings. It was up to committee chairs to arrange these meetings with local arrangements in advance. It was agreed to set up standard times for the meetings in Charlottesville and Wilmington. It will be up to each committee chair to change the time if conflicts occur.

d. Charlottesville Spring 1997

There will not be a theme for this meeting. There will be a blurb in the upcoming newsletter announcing their program. The tentative program is on the MARAC webpage. For additional details see the above section concerning the status of the Charlottesville meeting.

e. Wilmington Fall 1997

The meeting will mark the 25th Anniversary of MARAC. The theme will be "Homecoming". A dinner dance is planned as part of the celebration. There will be a photographer at the reception to take pictures. The program will be based on archival fundamentals. Margaret Jerrido, Chair Local Arrangements Committee, is asking for assistance. They need at least one person from each state to volunteer to be on 25th Anniversary Committee. Jackie requested that names of interested persons be given to her or Margaret. There will be sessions on technology, Fulbright scholarships, and grants. The committee is still seeking additional ideas for programs.

f. Saratoga Springs Spring 1998

We have invited the New England Archivists to join us for the meeting. They may not be able to join us for spring 1998 if that is the case then it would be changed to fall 1998. The cheapest hotel rate quoted so far for Saratoga Springs was $110.00 per night. Negotiations are underway with the Sheraton Conference Center. Conference dates have not been chosen. Geoffrey Huth is to be chair of the Local Arrangements Committee. The Program Chair has not been named.

g. Fall 1998 and Beyond

Depending on when we have the Saratoga Springs meeting there will be a meeting in State College, Pennsylvania probably in spring 1999. One of the meetings slots in 1998 still has to be filled. There are two possible site locations. One possible site is NJ the other site is D.C. Jackie asked the caucus representatives for NJ and DC to talk with their members to see if either one could host the fall 1998 meeting. If possible, the Meeting Coordinating Committee would like DC to host the fall 1998 meeting and NJ to host the fall 2000 meeting.

The fall 1999 meeting will present problems because SAA is meeting in Pittsburgh. Therefore, the Meetings Coordinating Committee has decided to ask SAA to include our business meeting and steering committee meeting as part of their conference. We would also have a reception at one of the local historical or archival repositories. This will happen in September in conjunction with the SAA meeting in Pittsburgh. To compensate for not having an official meeting in November, we will have a series of jointly sponsored activities with regional archivists groups. These activities will be further worked out by our outreach and educational committees as we get closer to fall 1999.

h. Joint Meeting with MAC

We have agreed to have a four day meeting to coincide with MAC's plans.. We have also agreed to adopt their meeting schedule. MAC's registration fee is $35.00 and MARAC's is $45.00. A compromise between the two will be made. The meeting will be held in Cleveland spring 2000. The West Virginia Caucus will assist with the Cleveland meeting.

i. Change in Registration

Jackie made a motion to include breakfast in the registration fee. This would eliminate the conflict over the price of breakfast. The motion was made to recommend to local arrangements committees to build the cost of breakfast into the registration fee. The motion was passed.

j. Printing Costs

Costs for printing and distribution of the preliminary program is currently carried under the local arrangements budget. However, local arrangements committees would like to see printing cost as part of the organizational expense since it is going to all the members. The motion on the table was to

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Steering Committee

Continued from P. 17

move this expense from the local arrangements committees budget to another set budget line for the 1998 budget. Thus the local arrangements committees would receive start up money of $2,000.00 and money to cover the cost of printing and distribution of preliminary programs. They would not have to pay back the printing costs for the preliminary program because it goes to all members. The cost for printing the final program would stay as part of the local arrangements budget because it does not go to all members. There was much discussion on whether each conference meeting should be made to pay for itself and thus bear the cost of printing preliminary programs. The Steering Committee passed the motion.

5. Secretary's Report

Nothing to report.

6. Treasurer's Report

- The check for College Park came in during the fourth quarter. The meeting made $8,367.65.
- The endowment figure includes contributions and interests on one matured certificate of deposit. The cash value of the two certificates are $64,000.00 and is listed under cash accounts.
- The Steering Committee went over budget due to the expenses of the August 2, 1996 meeting. It was noted that all committees should keep an eye on their expenses and try to stay within their budget.

7. Administrator's Report

- Diana Shenk reported a total of 1162 members (1113 individual and 49 institutional). This increase was due to the efforts of the Membership Development Committee. We have acquired 43 new members since August. Membership applications continue to come in. After all the applications have been processed the total could be as high as 65.
- Renewals are pouring in too. 463 members have renewed so far. This represents 43% of our members.

8. Archivist's Report

Nothing to report.

9. Standing Committees

a. Education Committee

- Three new members were appointed to the committee. They are Charles Kline, Thomas Rosko, and Peter Wosh.
- Three meeting scholarships were awarded. The three recipients are Gerald Gidmore, Catherine Keim, and Jennifer Martinez.
- The Modern Archives Institute award was presented to Julie Moffat. The number of applications for the award has increased.
- Dana Bell-Russel and Fynnette Eaton attended a meeting of regional education representatives at a recent SAA meeting. Dana has been appointed as MARAC's representative to the SAA's continuing education committee.
- The workshop roster will be dropped due to poor response.

b. Nominations and Elections Committee

The committee is in the process of getting together a slate for the next election. They are searching for candidates for the following offices: Chair, Vice-Chair, Representatives-at-Large (4 seats), Nominations and Elections Committee (3 seats), and Custer Award Committee (2 seats). They request that you send any names to Mary Wolfskill.

c. Membership Development Committee

- Welcome letters were sent out to 25 new members and the names were submitted to the newsletter for listing in the Fall edition.
- 501 recruitment letters were mailed in October.
- The electronic MARAC membership form was sent in August to the Archives, Biblio, and ExLibris listservs, and was published in the MARAC Newsletter.

Books to help Care for Your Library Collection

'Bookbinding and the Care of Books'

'Bookbinding & Conservation by Hand'

'Library Materials Preservation Manual'

'Mass Deacidification of Paper'

'The Care of Fine Books'

'Curatorial Care of Works of Art on Paper'

Details on these and other fine titles are available from

The Bookbinder's Warehouse, Inc.
31 Division St.
Keyport, NJ 07735-1522
phone (908) 264-0306; fax (908) 264-8266;
e-mail: KarenC5071@aol.com

• In an effort to bolster the mentor program we will be looking at creating a list of groups of people with expertise in certain areas. These people will be available to respond to questions from individuals or institutions regarding a particular archival field. This would replace the pairing of individuals. This approach would eliminate the need for waiting lists and overcome the problem of shortage of mentors.

• No further progress was made on the Internship Proposal funding schedule. The Chair needs to meet with the Treasurer to determine the type of funding that is appropriate.

• A special committee addressed the question of MAC/MARAC joint membership. The investigation of the question uncovered many problems relating to joint membership. The biggest issue raised was whether either organization would be able to afford to provide what would be discount memberships. It was decided that MARAC could not afford to participate in such a venture. The committee has not contacted MAC to discuss their findings. The committee recommended to the Steering Committee that we not pursue joint membership with MAC. There was a move to put off a decision until contact is made with MAC to communicate our findings concerning joint membership. It was agreed that the special committee will contact MAC.

d. Outreach Committee

• Copies of the Archives Week Poster were distributed to members of the Steering Committee. A copy of the Archives poster was sent to the NorthWest Regional Archives Group. It was reprinted and included in their newsletter.

• It was decided to do another Archives Week Poster. The theme will be "Celebrate Places That Preserve Family Memories Forever". In the next issue of the newsletter a request will be made for people to send to the committee pictures that relate to families. A suggestion was made to reprint the old poster if not enough pictures are obtained for a new one. In that case only the dates would be changed the theme would remain the same. The committee needs to turn to another institution to design the poster since the Historical Commission is no longer able to assist. Jackie Esposito offered the services of Penn State. The offer was accepted.

• The committee received four nominations for the Service Award. The nominees were Janet Linde, Jim Byers, Nancy Dallaire, and Susan Swartzburg. There was a motion to approve the nominations. The motion was passed.

• Lauren Brown was volunteered to take on the responsibility for producing the award certificates.

• There is no progress to report on the technical leaflet.

e. Finding Aids Committee

• The Committee has begun work on revising the MARAC manual entry on the Finding Aids Award Committee. New changes concern how the committee votes and allows the committee to not give an award if no finding aid is of outstanding value.

• The Committee will be working with local arrangements committee for Charlottesville to have a mini display/ reception for those that have won awards.

• To date the Committee has received six entries, including a website. They are hoping to receive more by January.

• Three new members have been appointed.

f. Publications Committee

• Susan Hamburger reported 325 hits on the website since June 1996. Please send new committee initiatives and the names of new committee appointees to her for inclusion on the website.

• The Committee still has not received any manuscripts to review. A member proposed a technical leaflet on using volunteers but David Carmichael's technical leaflet on the subject is still in print and not outdated.

• The Committee has proposed to raise the price of technical leaflets to $3.00 across the board. A resolution was placed before the Steering Committee to raise the cost of technical leaflets effective January 1. The resolution was passed.

• The Committee proposed to have the Steering Committee approve the idea of going forward with an archival textbook. A motion was made to go forward with the idea of a publication with the idea that no money would be expended until authors have been selected with text in hand; at that point it would be presented to the Steering Committee for approval. The motion was passed.

• Charles Greifenstein accepted the position as Associate Editor.

• The untimely death of Susan Swartzburg has left the position of Preservation News Editor vacant. In the next issue of *MAA*, the editor of the newsletter, will call for volunteers to fill the position.

• Dick Wood, the *MAA* Editor, reported that the next deadline for the newsletter will be December 1. It was noted that everyone should be congratulated on meeting the deadline. All items received before the deadline are edited and sent forward to the publisher.

There was a question concerning the reason why the entire text of Dr. Carlin's speech was carried in the last newsletter. The editor decided that it would be helpful to run the entire text of the speech for those who could not attend. It is not known at this time whether this policy will continue.

g. National Coordinating Committee

Maxine Lurie will be attending the January NCC meeting at the American Historical Association conference as the MARAC representative. She will also represent MARAC at the April NCC meeting at the Organization of American Historians conference in San Francisco. It has been requested by the Committee that people take out individual memberships. It cost $10.00 per person. The checks should be sent to Page Miller.

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Steering Committee

Continued from P. 19

10. Caucus Chair's Report

a. NJ Caucus

• A memorial service was held for Susan Swartzburg on October 17 at Rutgers.

• The NJ Caucus will receive an award from the NJ Historical Commission at its annual December meeting for the CAPES program.

• Three hundred people attended the combined Monmouth County and NJ Statewide celebration of Archives Day on October 12.

• NJ History Task Force is studying the needs of the historical community in the state to make recommendations to the Governor and the Legislature. The Task Force has been established for 18 months. A number of caucus members have spoken at the task force's public hearings concerning the need to fund various historical programs.

b. NY Caucus

• NY had several very successful statewide celebrations for Archives Week. This included a banquet given by Albany County attended by 128 people.

• A newly appointed State Historical Records Advisory Board is distributing surveys on state and local government records to assess their condition and to obtain a description of exactly what is out there. This survey is scheduled to be conducted throughout the year.

• A distinguished service award was presented to Bob Sink of the NY Public Library.

c. Virginia Caucus

• The Virginia Association of Museums will have a meeting in Roanoke in March 1997. The Caucus will be presenting a session on MARAC.

d. West Virginia Caucus

• The state is currently doing records assessment and strategic plans.

• They are also testing online public comments as well as aspects of teleconferences.

11. Old Business

a. Strategic Plan--Next Steps

• If the membership passes the Strategic Plan Fynnette asks for a motion to allow her to proceed and set up committees to go forward with the plan. She also called for people to participate in the Strategic Plan. These "ad hoc" committees would look the at areas of rechartering, regional assistance, awards, state caucuses, affinity groups, and support services. The Steering Committee agreed to allow Fynnette to go forward with the establishment of these ad hoc committees with the proviso that the membership passes the Strategic Plan. It was noted that governance should be looked at first given the time involved and the effect it may have on the rest of the plan.

b. Other Old Business

Nothing to report.

12. New Business

• The Meetings Coordinating Committee raised a concern relating to the selection of conference sites. The Committee has been approached on several occasions by conference centers who want to host our meeting. However, the local caucuses have turned down the site because of various reasons. The Committee wants to know how much leeway do they have in going over the head of the local caucuses. Presently, the way the Meetings Coordinating Committee is structured they are forced to accept the caucuses' decision. The Committee's question is whether they should try to take it any further. After some discussion it was agreed that the Committee should not pursue it any further given the support necessary from the local caucuses to ensure a successful meeting.

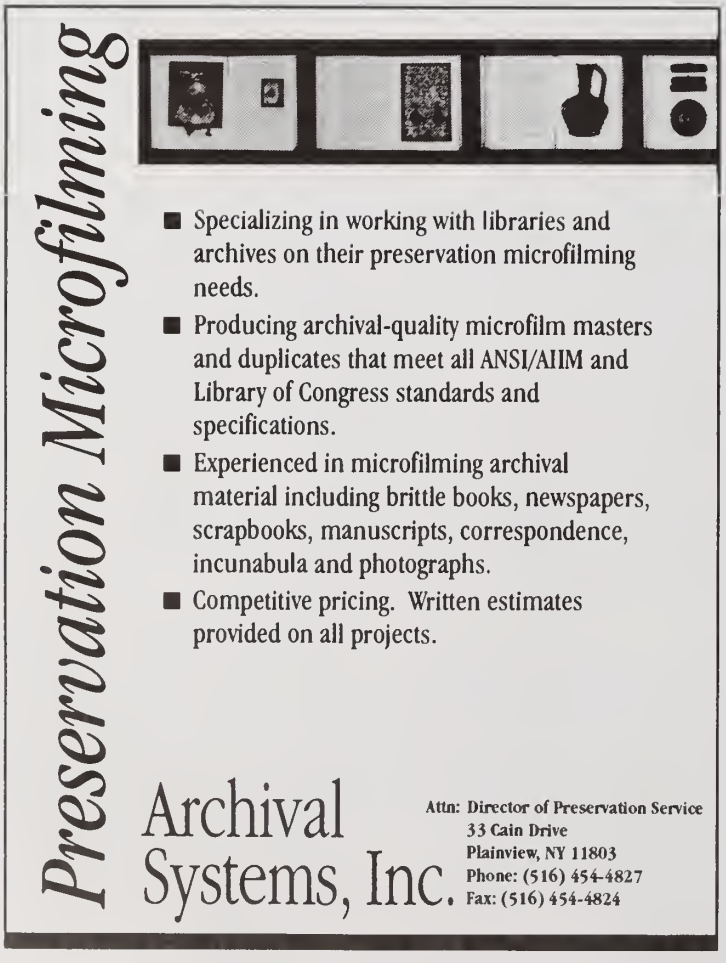
13. Other

Nothing to report.

14. Adjournment

The meeting was adjourned at 8:45 p.m.

Respectfully Submitted,
Patrice C. Brown
MARAC Secretary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Business Meeting Minutes

MARAC Business Meeting Minutes, Wilmington, Delaware, November 9, 1996

1. Fynnette Eaton called the meeting to order at 8:30 a.m.

2. The minutes of the Business Meeting of May 4, 1996 in College Park, Maryland, were approved.

3. Chair's Report- Fynnette Eaton

a. Death of Susan Swartzburg on October 13, 1996- A brief sketch of Ms. Swartzburg's professional accomplishments was given. Her contributions to MARAC were highlighted including the column that she wrote on preservation for the newsletter. A moment of silence was observed in her memory. Rutgers University has established a special fund in recognition of her accomplishments. The Steering Committee voted to take up a collection in the name of MARAC and forward it to the fund. Those interested in making a contribution can send it directly to the fund at Rutgers or see either Fynnette or Becky.

b. Appointments- Margaret Burri stepped down due to the additional responsibilities of a recent promotion. Yvonne Carignan was appointed to replace her as Maryland Caucus Chair. Yvonne will serve in this position until the next election.

c. Publications- The price of publications will be raised to $3.00 starting in January. To avoid this increase, interested individuals should buy them for $2.00 before leaving Saturday.

4. Vice Chair's Report- Jackie Esposito

a. Special Thank You for the Fall 1996 Wilmington Committees- Ellen Rendle, Co-Chair Local Arrangements Committee, named the members of her committee and thanked them for a job well done. Diane Windham Shaw, Co-Chair Program Committee, acknowledged the committee members and thanked them and program participants for a good program. Diane also wanted to extend a special thank you to her Co-Chair Leslie Simon for her second year as Co-Chair for the Wilmington meeting. It was reported that the meeting was very successful (especially the film festival).

b. Updates Concerning Future Meetings

• Spring 1997 Charlottesville- It was noted that everyone interested in attending this meeting should register early. The hotel will have a cut-off date for registration.

• Fall 1997 Wilmington- This meeting will celebrate MARAC's 25th Anniversary. The theme will be "Homecoming". A dinner dance is scheduled as part of the festivities. Please see Margaret Jerrido or any other member of the local arrangements committee if you have any memorabilia to donate.

• Spring 1998 Saratoga Springs- The meeting is scheduled to be a joint meeting with the New England Archivists. This possibility is currently under discussion. We are also negotiating with the Ontario Area Archivist Association to include them in the meeting.

• Fall 1998 meeting- Plans are underway to have the fall meeting in Washington, D.C.

• Spring 1999- The meeting is scheduled for State College in Pennsylvania.

• Fall 1999- Negotiations are under way to have the meeting in New Jersey in either the fall of 1999 or the fall 2000.

• Spring 2000- This meeting will be held in Cleveland. It will be a joint meeting with the Mid-West Archivist Conference. It will be a four day conference instead of the usual three days.

• Fall 2000- The final decision has not been reached regarding the site for this meeting.

c. Change in Registration- Starting with the Charlottesville meeting there will be a change in the registration fee to include the business breakfast meeting. Therefore, when people register they will automatically be registered for breakfast. This was an effort to draw in more people to the breakfast meeting and to try to encourage more people to stay through Saturday.

5. Treasurer's Report - Rebecca Collier

The Treasurer's report was for the fourth quarter and the end of the 1996 fiscal year. Our fiscal year is the same as that observed by the Federal government, from October 1-September 30. The net income for the 4th quarter was reported as $2,978.52 and the net income for the year was $8,380.07.

It was noted that the $30,000 under the reserve item will be raised to $40,000 to meet the requirements of having a year's expense in reserve.

6. Publication's Committee Report

• Finding Aids Committee- Linda Ries reported that the deadline for the 1996 competition is January 15, 1997. The committee will meet in March to decide the winners that will be announced at the Spring 1997 meeting. All the entries must be issued during the 1996 calendar year. This competition is also opened to in-house unpublished finding aids. Four or five submission have been received thus far. A website was nominated. Please send all submissions to Cindy Bendroth at the Pennsylvania State Archives.

7. Awards

a. Scholarship Awards

• Eileen Parris announced the presentation of three meeting scholarships this year. The recipients are Gerald Gaidmore, Catherine Keim, and Jennifer Martinez

• The January 1997 Modern Archives Institute Award was presented to Julie Moffat

b. Arline Custer Awards

Frances Seeber announced the presentation of two awards this year. The first recipient was Leslie Hansen Kopp for her manual "Dance Archives: A Practical Manual for Documenting and Preserving the Ephemeral Art". The second recipient was James P. Quigel, guest editor, for the Journal of the Rutgers University Libraries special issue on "Consumerism, Labor Unions, and the Pursuit of the American Dream".

c. Service Awards

Maxine Lurie announced the presentation of four service awards this year. The four recipients were Susan Swartzburg, for her outstanding work as the editor of the preservation news column in the MAA newsletter; Nancy Dallaire, for her time and efforts to design the first MARAC Archives Week poster; Janet Linde, for her outstanding service as MARAC Secretary; and Jim Byers, for his outstanding service as MARAC Treasurer.

8. Charlottesville Spring 1997 Meeting

On behalf of the Program and Local Arrangements Committees, Marsha Trimble invited MARAC members to attend the Spring 1997 meeting in Charlottesville, May 1-3. She gave a slide presentation on the downtown area, the hotel, the University of Virginia, and many wonderful historical places to see. She also pointed out that the hotel is small. Those interested in attending should register early. The luncheon speaker will be architectural historian Richard Wilson. He will discuss the design and use of the original Jeffersonian buildings on the campus of the University of Virginia.

The focus of the program will be traditions and trends. A number of sessions and special workshops will take a new look at traditional archival issues such as preservation, access, reference service and copyright in light of evolving technology. Other topics include genealogy, documenting the African-American experience in Virginia, fund raising, records management, and research concerning climate controls. The keynote speaker will be American historian Edward Ayers who will discuss his research relating to his forthcoming book. The research compares a Pennsylvania town and a similar Virginia town before and after the Civil War. Much of the data on these towns will be digitally converted and made accessible on the Web. He will discuss and demonstrate this aspect of his work for us.

9. Old Business

a. Strategic Plan- The membership was asked to vote on whether or not to accept the Strategic Plan as printed in the MAA newsletter. Fynnette Eaton, MARAC Chair, pointed out that growing revenue from conference meetings has temporarily created extra money that MARAC would like to put to good use. In addition, it was noted that it has been harder and harder to get the membership to volunteer to do things. Therefore, MARAC needs to go beyond having volunteers do everything. The plan will allow us to consider paying a service to do some of the routine things such as making arrangements for local committees or handling dues. A motion was made to vote on approving the plan. The motion was seconded and the vote was taken. The plan was approved.

b. Other Old Business

Nothing to report.

10. New Business

Nothing to report.

11. Other

a. Resolutions

Jim Cassedy read the following resolution written by Oliver Cutshaw:

Because I could not stop my work
MARAC stopped for me,
We rode to the convention based
On interpersonality

We gathered here in Wilmington
Beside the mighty Delaware
So that Face to Face our opinions,
We might amply share.

Records of paper
Records of bits
Receiving the bulk of history
Trying to make sense out of it

We met in the chambers
how the walls did ring
With talk of computers

Continued on P. 24

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Business Meeting Minutes

Continued from P. 23

and digital imaging.

Documentation and development
methods new and old
Members joined in discussion
Their wisdom to enfold.

A visit from the Gibson girl
a brand new film fest,
Chats and coffee and workshops
so little time to rest.

Thanks to the Conference Committee
and thanks to you each
Learning the lessons of leadership
and user outreach.

Our Contents were user access,
preservation and our careers
Our Scope was our mission
and our hopes and fears.

And we ride to the Future
Stronger because of what we share
Beside the Christiana
And the might Delaware.

12. Adjournment

The meeting was adjourned at 9:25 a.m.

Respectfully submitted,
Patrice C. Brown
MARAC Secretary

People

Kathy Jacob, the former Technical Leaflets Editor for the Mid Atlantic Archivist, is now the Assistant Director for the Library and Archives of the American Jewish Historical Society. She can be reached at the following addresses and phone number.

Kathryn Allamong Jacob, Assistant Director for the Library and Archives, American Jewish Historical Society, 2 Thornton Road, Waltham, MA 02154, (617) 891-8110, E-Mail kjacob@ajhs.org

★

On May 10, 1996 **Anita L. Cushing**, Assistant Librarian of the Howard County Historical Society, received the 1996 Maryland Library Association Outstanding Volunteer Award. Ms. Cushing was the Society's original librarian. She was appointed in 1963 and served until her retirement in 1988, after which she took the position of Assistant Librarian. For over 25 years she was responsible for the daily management and planning of the library. Ms. Cushing established many of the Library's systems, for many years handled all the correspondence, and served as outreach liaison. She continues to work at the Library during each of its open days.

★

In Memoriam

Susan Swartzburg, preservation librarian at Rutgers University, and a familiar name and personal friend to both MARAC and many of its members, passed away October 13, 1996. She was a tenured faculty member at Rutgers and a nationally and internationally known as a teacher and writer on preservation matters. She was a regular contributor to many journals, including the Mid-Atlantic Archivist, which she served as the preservation editor. She was at Yale University early in her career, serving as the director of the Alexander Library at Rutgers and acting art librarian. She became the preservation librarian in 1982. Her depth of commitment to her profession could be seen in her memberships in many professional organizations, including the American Library Association, the International Federation of Library Associations and Institutions, and the National Trust for Historic Preservation to name but a few. Her friends, colleagues, and the institutions to which she belonged have suffered a great loss.

TREASURER'S REPORT
Mid-Atlantic Regional Archives Conference

Treasurer's Report, Fiscal Year 1996
October 1, 1995 - September 30, 1996

Category	Budget	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	% of Budget	Total	1995 Actual
REVENUE AND SUPPORT								
Membership Dues	$16,500.00	$10,986.00	$2,415.00	$694.00	$583.00	89%	$14,678.00	$15,872.00
Publications Sales	1,500.00	341.78	0	288.68	572.91	80%	1,203.37	1,547.18
Pub. Advertising	800.00	0	85.00	648.00	301.00	129%	1,034.00	817.00
Bank Interest	2,800.00	1,336.90	856.54	572.90	540.25	118%	3,306.59	3,256.91
Conferences	15,000.00	0	4,095.42	97.27	10,367.65	97%	14,560.34	26,916.74
Mailing List Sales	160.00	110.00	50.00	80.00	80.00	200%	320.00	270.00
Contributions	250.00	75.00	24.00	25.00	35.00	64%	159.00	265.00
Miscellaneous	0	170.00	7.00	94.00	156.00	428%	427.50	773.00
Total Revenue and Support	**$37,010.00**	**$13,019.68**	**$7,532.96**	**$2,500.35**	**$12,635.81**	**96%**	**$35,688.80**	**$49,717.83**
EXPENSES								
General	$1,700.00	$20.00	$600.00	$500.00	$25.00	67%	$1,145.00	$1,213.18
Administrator	4,312.00	517.91	0	305.62	514.89	31%	1,338.42	2,189.24
Treasurer	710.00	61.00	455.00	5.00	69.95	83%	590.95	479.40
Membership	1,500.00	69.81	260.85	293.82	161.98	52%	786.46	652.10
Committees	5,500.00	992.47	1,605.78	862.91	2,369.78	106%	5,830.94	2,879.59
Conference Advances	4,000.00	0	2,008.17	500.00	2,000.00	113%	4,508.17	4,100.00
Publications	12,700.00	2,525.00	2,299.00	2,299.00	4,238.25	90%	11,361.25	13,156.72
Awards	425.00	100.00	0	225.00	0	77%	325.00	475.00
MARAC Scholarship	4,386.98	370.10	0	775.00	277.44	32%	1,422.54	532.08
Grant Project Expenses	1,000.00	0	0	0	0	0%	0	837.96
Miscellaneous	50.00	0	0	0	0	0%	0	1,635.00
Total Expenses	**$36,283.98**	**$4,656.29**	**$7,228.80**	**$5,766.35**	**$9,657.29**	**75%**	**$27,308.73**	**$28,150.27**
NET INCOME or (NET LOSS)		**$8,363.39**	**$304.16**	**($3,266.00)**	**$2,978.52**		**$8,380.07**	

SUMMARY

Opening Balance	$92,609.08
Income	12,635.81
Expenses	(9,657.29)
Closing Balance	**$95,587.60**

Cash Accounts

Checking Accts:	$11,457.65
Savings Accts:	20,129.95
Cert. of Dep:	64,000.00
Total	**$95,587.60**

Fund	Opening	Credits	Debits	Closing
Current	$54,773.28	$12,190.51	$9,657.29	$57,306.50
Endowment	7,835.80	445.30		8,281.10
Reserve	30,000.00			30,000.00
Total	**$92,609.08**	**$12,635.81**	**$9,657.29**	**$95,587.60**

Session Abstracts - MARAC Fall 1996

Legacies: Training and Transition in the Archives (S3)

Chair: Carol Wojtowicz Smith, Consultant, Mutual Assurance Company

Speakers: Mary Rephlo, National Archives and Records

Administration: Susan Box, Columbia University Health Sciences Library

Mary Rephlo's presentation "internal Archival Training Programs: Planning for Success - the NARA example" covered the philosophy behind, development and implementation of the National Archives extensive training program for all archivists. The formal program is required of all entry level archivists at NARA. It consists of a complex mix of courses, panels, reports and rotations intended to develop flexibility and multi-skilled archivists able to perform a wide range of functions. There are three basic goals:

1) Honing skills for specific jobs

2) Developing skills to meet future needs

3) Unifying the staff

The training program begins with in-house courses which bring together all of the newly appointed NARA archivists from throughout the country. There is a one week course in administration which disseminates information on the budget process, federal regulations, relationships to Congress, information technology planning, etc. There is also a two day preservation workshop.

The next step consists of rotational work assignments. Two weeks are spent in the research rooms; eight to ten weeks in accessioning, arrangement and description; then outreach, appraisal, technology, etc.

All trainees are then required to write formal papers (15-25 pages) on an archival issue to sharpen analytical and writing skills.

Throughout, trainees provide quarterly progress reports to panels overseeing the process. This represents a large investment of resources in each trainee, but has helped unify NARA giving each archivist a fuller understanding of the large institution regardless of what that person's specific assignment will be. It also allows for flexibility in an era of great change.

Susan Box's presentation "On Leaving Well: Succession at Phillips Petroleum Company" provided first hand understanding of what one can do to help new staff learn institutional culture, practices and operations to ease the transition when a staff turnover takes place. She recounted her experiences at Phillips Petroleum where she served as archivist for five years. A basic premise it to think about your successor when you're beginning a new job rather than at the end. Make certain to maintain and update documents such as:

Mission statements, Job responsibilities, Policies, Forms, Workbooks and manuals, Five year plans and related material, Reports, Flow charts involving all tasks.

In addition, one must document the repository's clientele and how much time is spent with them . Organize records so that one's successor can find things. Keep files on commonly asked questions and answers. Ms. Box has successfully used a program "Access for Windows" to log all reference questions, answers, and documents consulted.

Carol Wojtowicz Smith recounted the Mutual Assurance Company's merger with National Grange in 1996. There was no intention to move the archives to the new headquarters in New Hampshire. She worked with the company to find a suitable repository. Appraisal decisions had to be made which included what records need to be sent to National Grange, and among those, which needed to then be sent back to the permanent repository. Multiple copies of reports were discarded. The Historical Society of Pennsylvania (HSP) was chosen as the repository due partly to Mutual Assurance's long roots in Philadelphia. Some documents were sent to county historical societies. Ms. Smith revised the guide to the archives and created additional finding aids to assist the transition to HSP.

In summary, why do we need to do all these things for our successors or even for another repository at which we will not even be employed? A lively discussion followed with a recurring theme that archivists are caretakers for permanent records for only a short period of time. What is just important as what we do while we're the caretakers is what kind of legacy is left for the future.

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Implications of Digital Access (S1)

This session, chaired by Anke Voss-Hubbard, Rockefeller Archive Center, addressed the challenge of meeting expectations for greater access to archival holdings in this electronic age and the archivist's vision of applying the newest technology for the long-term preservation of library and archival materials. Diane Ducharme, Archivist at the Beinecke Library at Yale University, presented an overview of copyright issues and recent "fair-use" court decisions and their implications for libraries and archives in "Fair is Foul and Foul is Fair." Ducharme specifically discussed the Kinkos decision (1991), which determined that the reproduction of copyrighted works in course packets exceeded the fair use provisions of the Copyright Act. In the Princeton University Press v. Michigan Document Services case (1996), the court ruled that course packets were a "fair use" of copyrighted work. However, that ruling is currently under review. Ducharme concluded her presentation by cautioning archivists that the fair use of copyrighted material is an equally thorny issue when institutions distribute their material electronically.

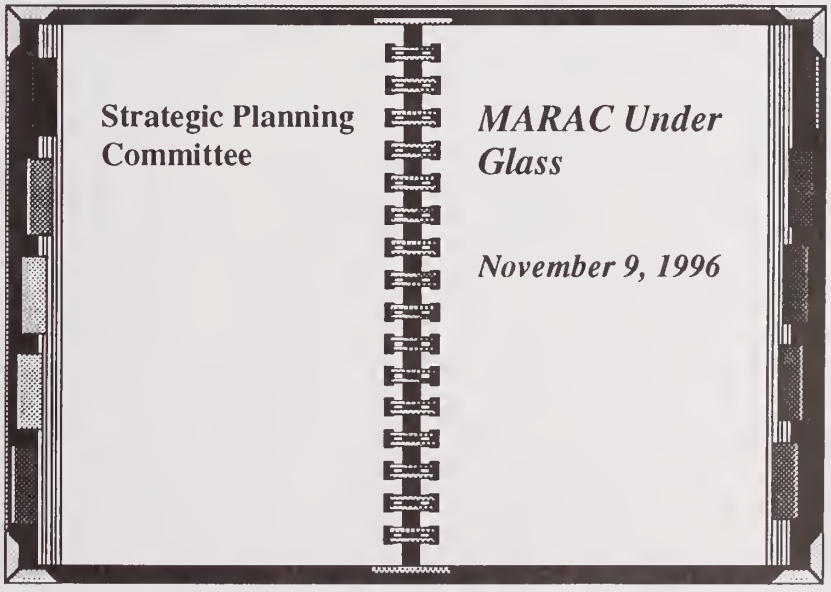
Cameron Kitchin, Special Projects Coordinator at the American Association of Museums, discussed the Educational Fair Use Guidelines for Digital Images, which have been developed by the Conference on Fair Use to guide issues of copyright as they relate to electronic access to visual materials. The guidelines, which were developed with support form numerous private institutions and government agencies, will guide educators and scholars who develop multimedia projects for non-commercial educational projects. The guidelines attempt to clarify how educators may use portions of copyrighted works under fair use without authorization, but also describes when it is required to seek permission from the copyright holder.

Steven Puglia, Photographic Preservation Specialist at the National Archives and Records Administration, addressed two main issues: the preservation of digital data and digital imaging as preservation, in his talk "Digital Preservation Fact or Fiction." Because digital data is system dependent, the preservation of this data poses a real challenge because both software and hardware components need to be upgraded regularly to maintain the system and ensure that data is retrievable by patrons. Puglia argued that at this moment, digital imaging is best suited for access, while traditional reformatting methods such as microfilming are better suited for preservation, and are even re-emerging as a popular reformatting technology. But he argued that digital imaging and microfilming should not be viewed as competing methods. Digital imaging serves as a preservation activity by limiting the need to access and handle original records, while promoting the intellectual use of collections. Furthermore, research and various institutions like NARA, Cornell University, and Yale are conducting research into the long-term preservation of image files and the development of standards.

MARAC Under Glass — Session Abstract

At the Fall Conference business meeting on November 9, the MARAC membership approved a resolution adopting several recommendations of the Strategic Planning Committee (SPC). These recommendations appeared in the Fall 1996 issue of the Mid-Atlantic Archivist. In recent years MARAC's growth has spurred an interest among the leadership in the Steering Committee to re-examine our goals and organizational structure, which led to the creation of the SPC. The purpose of the MARAC UNDER GLASS session was to provide an opportunity for SPC members to discuss the process of how they arrived at their recommendations and solicit views from the membership. The session, organized by Frank Burke, included SPC Chair Ben Primer, Fynnette Eaton, Jackie Esposito. University of Maryland graduate student Alan Haeberle also served as a panelist.

The panelists emphasized that the development of this plan was the product of a collective decision-making process. Furthermore, the adoption of the recommendations was just a first step, and that the process is still alive and ongoing. Assisted by data from two membership surveys, the committee's recommendations revolved around three issues - education, member participation, and governance. The ensuing discussion included several questions from the audience, many of them former members of the Steering Committee. Comments and ideas ranged widely on a variety of topics: the best ways to put MARAC on a sound financial basis; contracting out for certain services; increased co-operation with regional and national archives groups; and the number and location of conference meetings and workshops. All agreed that much work remains to be done.



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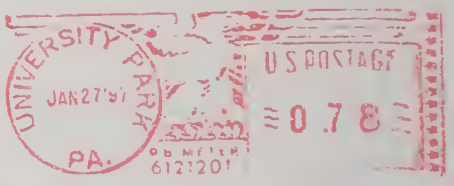

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